

# Retention and Classification Report

**Agency:** South Utah Valley Solid Waste District (Utah) (2174)

South Utah Valley Solid Waste Dist  
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**Records Officer** Dorothy Morse

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**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13252

3

**TITLE:** Accounts payable

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records used to pay municipal bills. Files consist of copy of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts (UCA 70A-2-725).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13253

3

**TITLE:** Accounts receivable

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records consist of copies of accounts receivable prepared by municipalities to collect amounts owed by vendors, organizations, and citizens having accounts with municipal agencies.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13254

3

**TITLE:** Accounts receivable invoices

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are invoices billing non-municipal agencies or institutions for supplies, services, or repairs provided by an agency.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13269

3

**TITLE:** Annual budget

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The final annual municipal financial plan approved by the city council for all expenditures of municipality.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13265

3

**TITLE:** Annual reports

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/09/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13255

3

**TITLE:** Audit reports

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. These reports include statements of receipts and disbursements for each department (UCA 10-6-151).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13255

**TITLE:** Audit reports

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13270

3

**TITLE:** Budget message

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This message accompanies the tentative budget and is submitted by the budget officer to the governing body and explains the budget, contains an outline of the proposed financial policies of the municipality for the budget year, and describes the important features of the budgetary plan (UCA 10-6-111 (2010)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13271

3

**TITLE:** Budget reports

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are routine budget reports prepared monthly or quarterly. They document the status of city appropriation accounts and apportionment and are only used for reference purposes. The reports are prepared for the council and mayor.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13278

3

**TITLE:** Contracts and agreements files

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain official agreements enforceable by law, to acquire or incur services, products. File may also include ordinances, bonds, job specification books, and related correspondence.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13261

3

**TITLE:** Deductions and other earnings register

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These registers record, by department code, amounts deducted from employees' payroll checks. They are used for reference of retirement and other miscellaneous deductions.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/14/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13263

3

**TITLE:** Employment applications

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/05/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy provided not hired.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13273

3

**TITLE:** Fixed asset files

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are listings of all municipal property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13259

3

**TITLE:** Income tax files

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain forms for individual employee's exemptions and withholding taxes. Includes withholding tax exemption certificates, such as IRS form W-4 and similar tax exemption forms.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/14/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13258

3

**TITLE:** Individual authorized allotments files

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are records of employee authorizations for payroll deductions for allotments (i.e., U.S. Savings Bonds).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/15/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302



**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13276

3

**TITLE:** Insurance policy files

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These are insurance policy contracts between the municipality and private insurers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 15 years after expiration of policy and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13266

3

**TITLE:** Minutes

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (2009) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (2010) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/10/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13266

**TITLE:** Minutes

(continued)

**APPRAISAL:**

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13268

3

**TITLE:** Notary bonds

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are \$5,000.00 bonds that are required to be filed with and approved by the State Division of Corporations and Commercial Code for a term of four years (UCA 46-1-4 (2003)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after expiration and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (Application form)

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13256

3

**TITLE:** Personnel files

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years after date of employment or until 3 years after retirement or death and then destroy.

**APPRAISAL:**

Administrative

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13256

**TITLE:** Personnel files

(continued)

**SECONDARY CLASSIFICATION(S):**

Public.

UCA 63G-2-301

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13267

3

**TITLE:** Policies and procedures

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are manuals which indicate the responsibilities and guidelines on administrative policies, operational procedures, and rules and regulations.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/11/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13277

3

**TITLE:** Resolutions

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717).

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently.

**APPRAISAL:**

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.



**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13277

**TITLE:** Resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13274

3

**TITLE:** Solicited and unsolicited bids and proposal files

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

These files contain the formal proposals submitted in response to the bidding process to provide products or services to a municipal agency by a private vendor which was awarded the municipal contract.

**RETENTION:**

Retain 4 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/24/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13272

3

**TITLE:** Tentative budget

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files contain tentative budget requests. "On or before the first regularly scheduled meeting of the governing body in May of each year, the budget officer shall prepare for the ensuing year, on forms provided by the state auditor, and file with the governing body, a tentative budget for each fund for which a budget is required" (UCA 10-6-111(1) (2010)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13262

3

**TITLE:** Time and attendance report files

**DATES:**

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by municipal employees.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302

**AGENCY:** South Utah Valley Solid Waste District (Utah)

**SERIES:** 13275

3

**TITLE:** Vendor list

**DATES:**

**ARRANGEMENT:** Alphabetical

**DESCRIPTION:**

This is a list of vendors providing goods and services to the municipality. It usually includes names of vendors, addresses, telephone numbers, and descriptions of goods or services provided.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 12/21/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated or superseded and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public